

# Inventory Report - Unfurnished



**PROPERTY ADDRESS**

**DATE COMPLETED**

**REPORT PRODUCED BY**

# DISCLAIMERS

## General Information

An Inventory report is produced to provide a fair and accurate record of the general visual condition of the property, in terms of decorative order, cleanliness, condition of contents and/or fixtures and fittings.

An Inventory Remake report is an update to an Inventory report. Inventory Remake reports are provided where the previous Inventory was completed by the Live Organisation Ltd, T/A Live Letting Exchange [LLE] within the previous twelve months, and where no material changes to the property or its contents have been made.

Check-In reports are produced to evidence the Check-In arrangements for the ingoing Tenant(s) of a property. Such reports do not by themselves, comprise an Inventory report. Where an Inventory or an Inventory Remake has been separately compiled, it will be specifically referred to within the Check-In report.

Check-Out reports are produced to provide a general, relative description of the property, in relation to the original Inventory or Inventory Remake report, and Check-In report. A description of any discrepancies will be listed, which will include differences in the condition of items, items which are missing and items which are now present that were not originally listed.

Periodic reports are produced to evidence that the property is generally being looked after by the Tenant and that there are no particular problems with the property. A Periodic report is not compiled against the original Inventory or Inventory Remake report, nor provides a check upon the living habits of the Tenants – such as housekeeping standards, unless this impacts negatively on the property itself.

All reports include digital photographic records; the number of photographs will vary depending upon the nature and size of the property, and type of report produced.

Reports do not comprise a building survey and will not comment upon the basic fabric of the building.

Fair wear and tear judgements are not included within any reports, nor any liability commented upon as to the responsibility of a Tenant or Landlord for noted dilapidations or damages.

All reports will be delivered by e-mail PDF attachment to the Instructing Party [IP]. No part of any report may be reproduced without the express permission of LLE.

## Inventory Clerks

Inventory Clerks are not qualified surveyors or valuers, nor are they experts in fabric, materials, valuables or antiques.

## Preparation of reports

Reports are prepared in accordance with the instructions provided by the IP, which may be overruled by these Terms and Conditions.

Where certain specific matters are required to be covered within a

## Items listed within reports but not fully inspected

- Heavy or awkward items of furniture will not be moved to check the condition beneath or behind the item
- Bed linen, towels and other similar items which are heavily soiled
- Windows are not opened to determine whether they open and close correctly

## Furniture & Furnishings (Fire) (Safety) Regulations 1988, as amended

It is not the responsibility of LLE to verify if the furniture and furnishings comply with the Regulations, but a check will be made to see if the various items have a fire safety label attached; this should not, however, be interpreted as confirming that the Regulations have been complied with, or that the furnishings are compliant.

## The Electrical Equipment (Safety) Regulations 1994

### The Plugs & Sockets (Safety) Regulations 1994

Where the relevant certificates have been noted on the report as seen, this should not be interpreted that the items to which the certificates relate can be considered as compliant – it is merely a documentary note that the certificate existed on the date of the Inventory Clerks visit to the property.

## The Gas Safety (Installation and Use) Regulations 1994 as amended

Where the relevant Gas Safety Certificate has been noted on the report as seen, it should not be interpreted that the gas appliances contained within the property are compliant – it is merely confirmation that the certificate existed on the date of the Inventory Clerk's visit to the property.

## Testing of Appliances and Supplies

It is not the responsibility of LLE to test electrical, heating, or plumbing appliances. A visual check of all such appliances will be made and any defects relating to the physical appearance noted.

Any fire alarms/equipment and security systems are not tested.

LLE take no responsibility for checking whether the correct number and type of Smoke Alarm(s) or Carbon Monoxide Alarm(s) have been installed in the correct position(s) within the property.

## Keys

LLE will not accept responsibility for any lost or unaccounted keys.

## Amendment to reports

Any discrepancies regarding the content or descriptions detailed within the report should be brought to the attention of LLE, in writing, within seven days of the report date; otherwise it is accepted that the report is accurate.

## Limited Financial Liability

Where the IP alleges that an Inventory report or Inventory Remake report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

Where the IP alleges that a Check-In report contains omission or discrepancies, LLE will be limited only to the financial liability of the

report, which would not in the ordinary course of business be commented upon, LLE must be notified in writing, in advance, at the point of instruction.

Reports are exclusively prepared for the purpose of residential lettings. No obligation, or duty of care, is owed to any other person, or persons, or for any other purpose.

The inventory of a room is generally carried out left to right from the point of entry.

#### **Report Descriptions**

All descriptions within a report are for identification purposes only, e.g. where the words 'gold', 'silver' or other similar descriptions are used, they refer to the colour of the item and not the metal.

Any reference made to appliances and/or services are for identification purposes only, and should not be regarded as them being in working order, or as complying with safety regulations.

Measurements, where stated, within a report are approximate and are provided for guidance purposes only.]

#### **Meter Readings**

Provided the Inventory Clerk is able to locate the gas, electricity and oil meters, the applicable readings are included within a report. It should be noted, that where meters are located above head height, within cellars, beneath overgrowth, under steps, or behind rubbish/stored items, the Inventory Clerk will not attempt to take readings.

Water meter readings, where applicable, will be taken assuming the meter is sited on the property and can easily be read. Where the water meter is located below ground on public land, such as pavements, the Inventory Clerk will not attempt to take a reading.

For all meter readings, it is the IP's responsibility to inform, or make the Inventory Clerk aware of the locations of any such meters. If the Inventory Clerk is unaware of, or is unable to locate the meters, the meters will remain unread. In these instances, LLE will not look to arrange a complimentary revisit to the property, on behalf of the IP.

#### **Rooms excluded from reports**

- Lofts and attics
- Cellars
- Inaccessible rooms
- Poorly lit rooms
- Rooms housing a dog, or any other potentially dangerous animal (unless the owner is present)
- Outbuildings (unless previously negotiated)

#### **Items excluded from reports**

- Perishable items, such as houseplants, garden plants and food items
- Garden livestock, such as fish in ponds
- Contents of garden sheds and garages (other than garden tools)
- Trivial household items, such as cleaning materials and light bulbs

#### **Items listed within reports, but not itemised or counted**

- General property contents, such as books, CD's, DVD's
- Extensive amounts of crockery, cutlery or ornaments
- High level items, above head height

cost of the report, to the IP, excluding VAT. It should be noted, that in instances where the IP has not furnished the Inventory Clerk with an up-to-date, legible and clearly set-out Inventory report or Inventory Remake report, to use at the Check-In visit, then no financial liability will exist.

Where the IP alleges that a Check-Out report contains omissions or discrepancies, LLE will be limited only to the financial liability that would have been brought against the Tenant by the Landlord, up to the full value of the deposit held, should the omissions or discrepancies have been listed within the report, ensuring that the Landlord does not enjoy betterment, fair wear and tear has been accounted for and the most appropriate cause of action is being taken. It will be necessary for the IP to prove that a loss has been suffered by their Client and to provide copies of any documentation, and/or information requested.

Where the IP alleges that a Periodic report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

No financial liability will be payable on any report, should the IP have overdue payment terms with LLE.

LLE will have no financial liability for any indirect or consequential loss, suffered by the IP or its Clients, where there has been a delay in the production of any report.

Except in the case of Periodic reports, where a report is completed with a Landlord or Tenant residing in the property, our ability to conduct a full inspection may be restricted. In such instances, LLE accepts no financial liability for any omissions or discrepancies.

#### **Complaints**

Circumstances regarding Inventory, Inventory Remake, Check-In and Periodic reports giving cause for alleged complaint must be notified by the IP to LLE within seven days of the report date.

Circumstances regarding Check-Out reports giving cause for alleged complaint must be notified by the IP to LLE within thirty days of the report date.

Alleged complaints received outside of the timeframes stated above will not be considered, or investigated.

#### **Court Hearings**

In the event that a report is required to be used in evidence in any Court of Law, the report cannot legally be used unless the IP has settled all outstanding applicable charges and confirmation of this must be sought from LLE in writing


## Schedule of Condition

Area	Description	Comments
<b>1.1 General Description</b>	Property is clean and tidy to a good condition. Neutral Smell, No signs of smoking or pets	
<b>1.2 General Cleanliness</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.3 General Decorative Order</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.4 General condition of carpets and/or floor coverings</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.5 Signs of Pets</b>	No	N/A
<b>1.6 Signs of Smoking?</b>	No	N/A
<b>1.7 Cleanliness of Kitchen Area and Including White Goods</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.8 Cooker and Oven</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.9 Cleanliness of Bathroom(s)</b>	Property is clean and tidy to a good condition. Neutral Smell	


<b>1.10 Sanitary Ware</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.11 Windows</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.12 Curtains/Window Coverings</b>	Property is clean and tidy to a good condition. Neutral Smell	
<b>1.13 Garden</b>	N/A	


## Keys/Meters/Alarms

### Keys

Keys	Count	Description
Front Door	key 4	4 Keys Provided for property
		

### Meters

Meters	Serial No	Reading
Electric Meter		99296
		

Gas Meter		0715
		

## Alarms

Type	Description	Working
Smoke Alarm	Ceiling mounted. Wall mounted. Test button/function working 2 x. Test function working. Note to tenant: Please test periodically.	Yes
Carbon Monoxide Alarm	Wall mounted. Test button/function working	Yes

## Additional Information

Has the tenant witnessed the checking of all alarms?	Yes	
From a visual inspection only of the property and its contents is there any evidence of any Health and Safety matter that requires attention or investigation?	No	



Does the property have any other urgent works that require attention?	No	

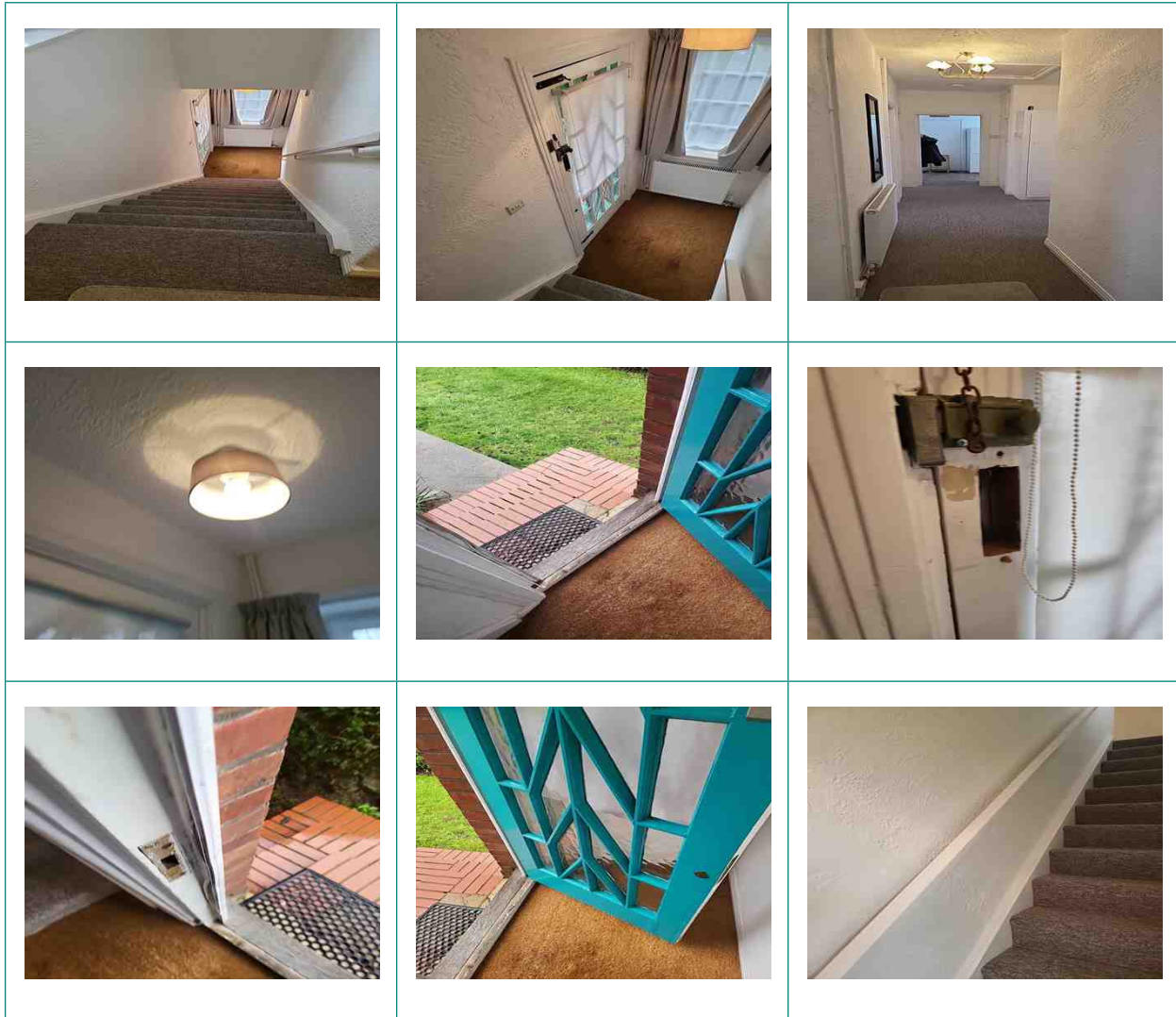


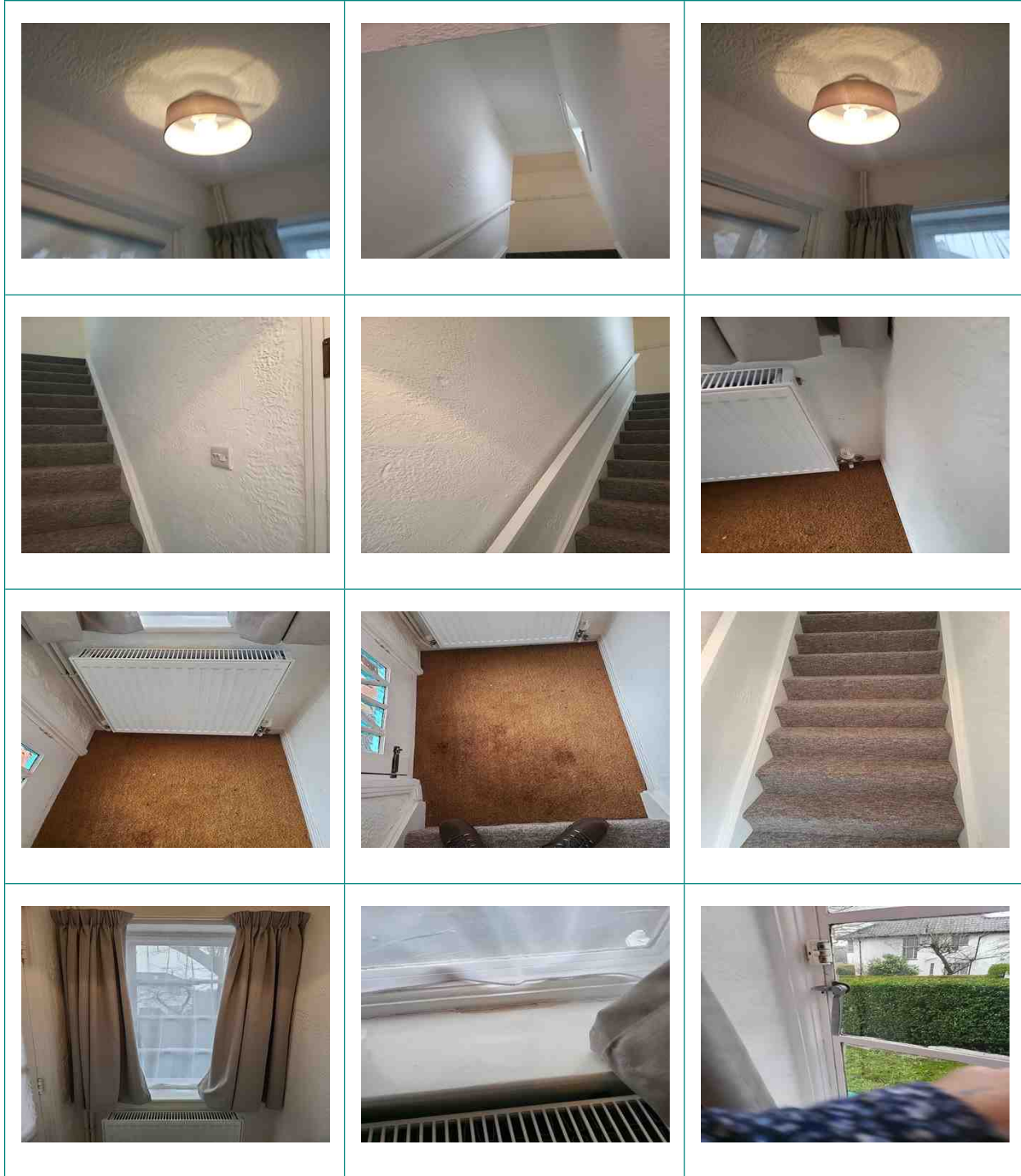
## Other Property Information

<b>Location of Garage/Parking Space</b>	On Street parking available	
<b>Permit Required?</b>	No	N/A
<b>Location of Main Switches and Fuses</b>	In cupboard under stairs in main entrance	
<b>Location of Main Stop Cock</b>	Under Kitchen Sink	
<b>House Alarm</b>	No	

# Property Rooms

## 1. Landing







<b>Comments</b>	Plastered/Painted white Free of marks, mould and cobwebs unless otherwise pictured.	
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1.3 Room Items	Miscellaneous Item	Fair
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<b>Comments</b>	Loft hatch on landing/stairway. As pictured some flaking Fair Fair	
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1.4 Light Fittings	Light Fittings	Good
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<b>Comments</b>	Ceiling Shades fitted, No cobwebs present to light fittings. All bulbs in working order unless otherwise pictured	
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1.5 Walls & Skirtings	Plaster Finish Emulsion Painted Walls	Good clean decorative order
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<b>Comments</b>	Plastered & painted old tiny Mark otherwise Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present unless otherwise pictured.	
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1.6 Heating	Radiator	Good Overall but with Spot Marks
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<b>Comments</b>	White panelled 2 x Odd tiny Mark otherwise Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact unless otherwise pictured	
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1.7 Flooring	Fitted Carpet	Condition consistent with use
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<b>Comments</b>	Carpeted coir rug on entry, runner used condition, otherwise Free of stains, marks and scratches unless otherwise pictured.	
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1.8 Windows & Sills	Windows & Sills	Condition consistent with use
<b>Comments</b>	Curtains present. Net curtains present Sills some cracks. Windows intact and free of mould to edges, unless otherwise pictured	

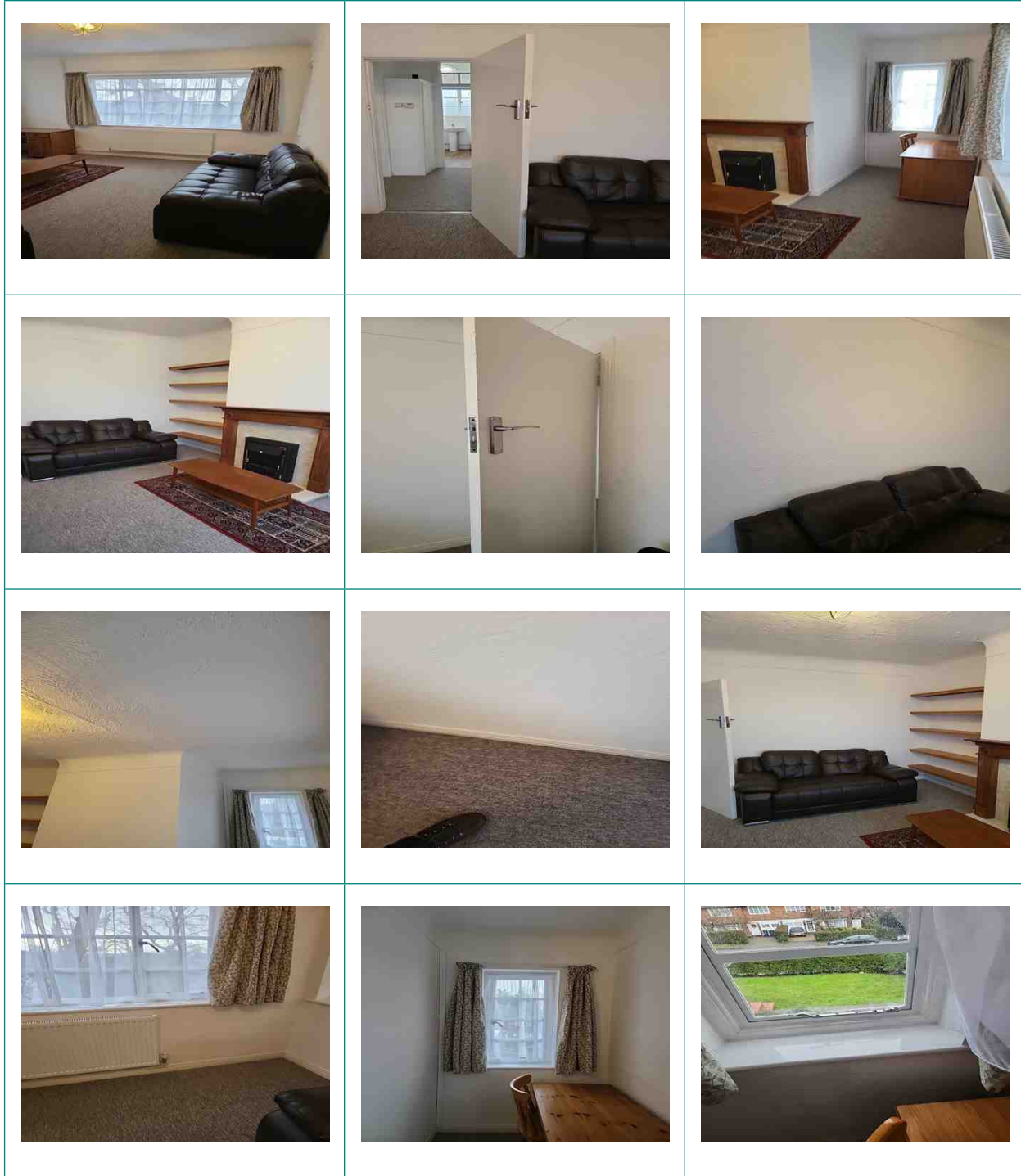
1.9 Switches & Sockets	Switches & Sockets	All in good, working order
<b>Comments</b>	All sockets/switches plastic All sockets and switches present and intact with no signs of damage unless otherwise pictured.	

1.10 Safety Device	Smoke Detector	
<b>Comments</b>	Ceiling mounted. Wall mounted. Test button/function working 2 x. Test function working. Note to tenant: Please test periodically.	

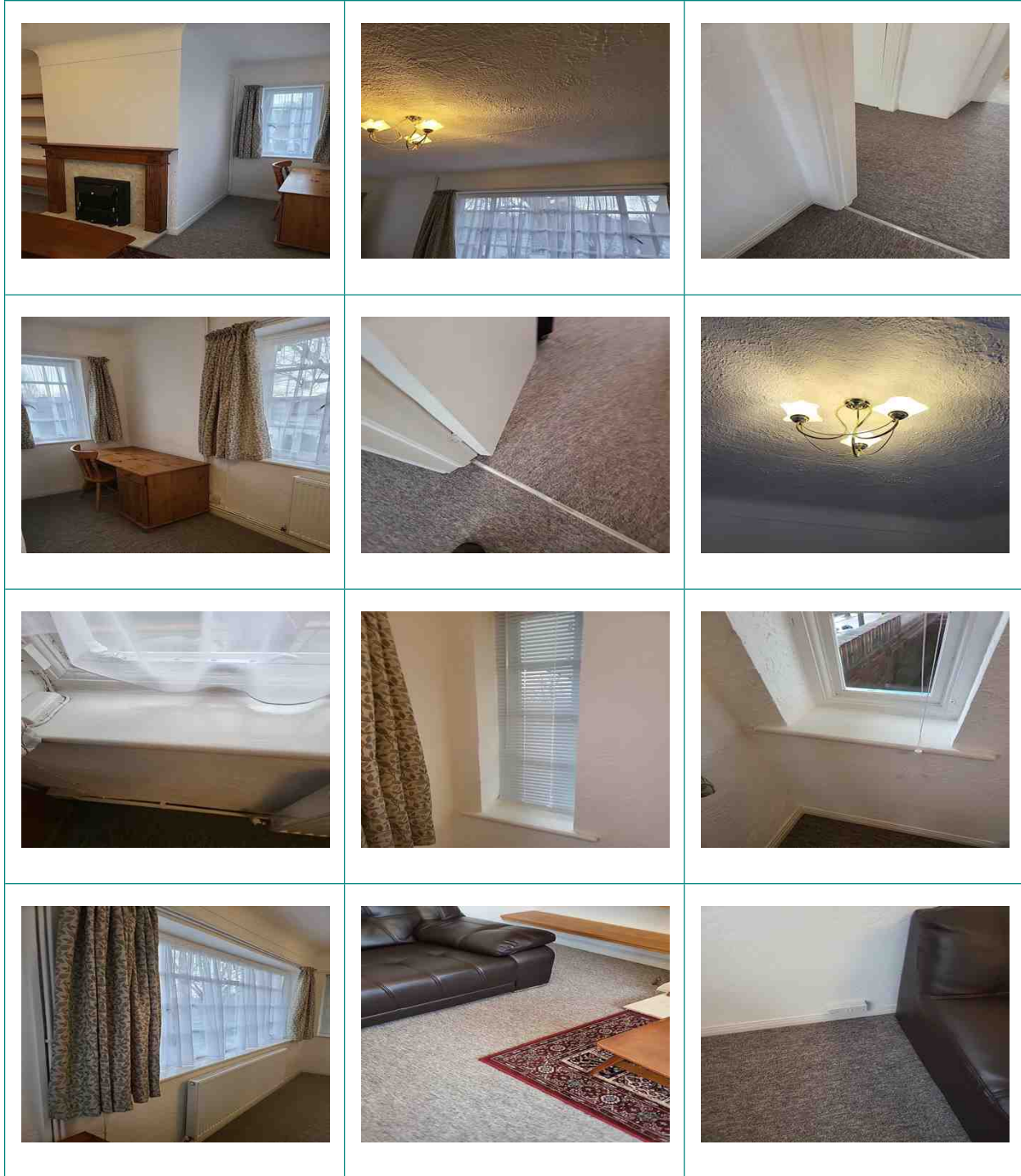
1.11 Room Items	Miscellaneous Item	Good
<b>Comments</b>	Storage cupboard on landing as pictured New mop bucket in cupboard	

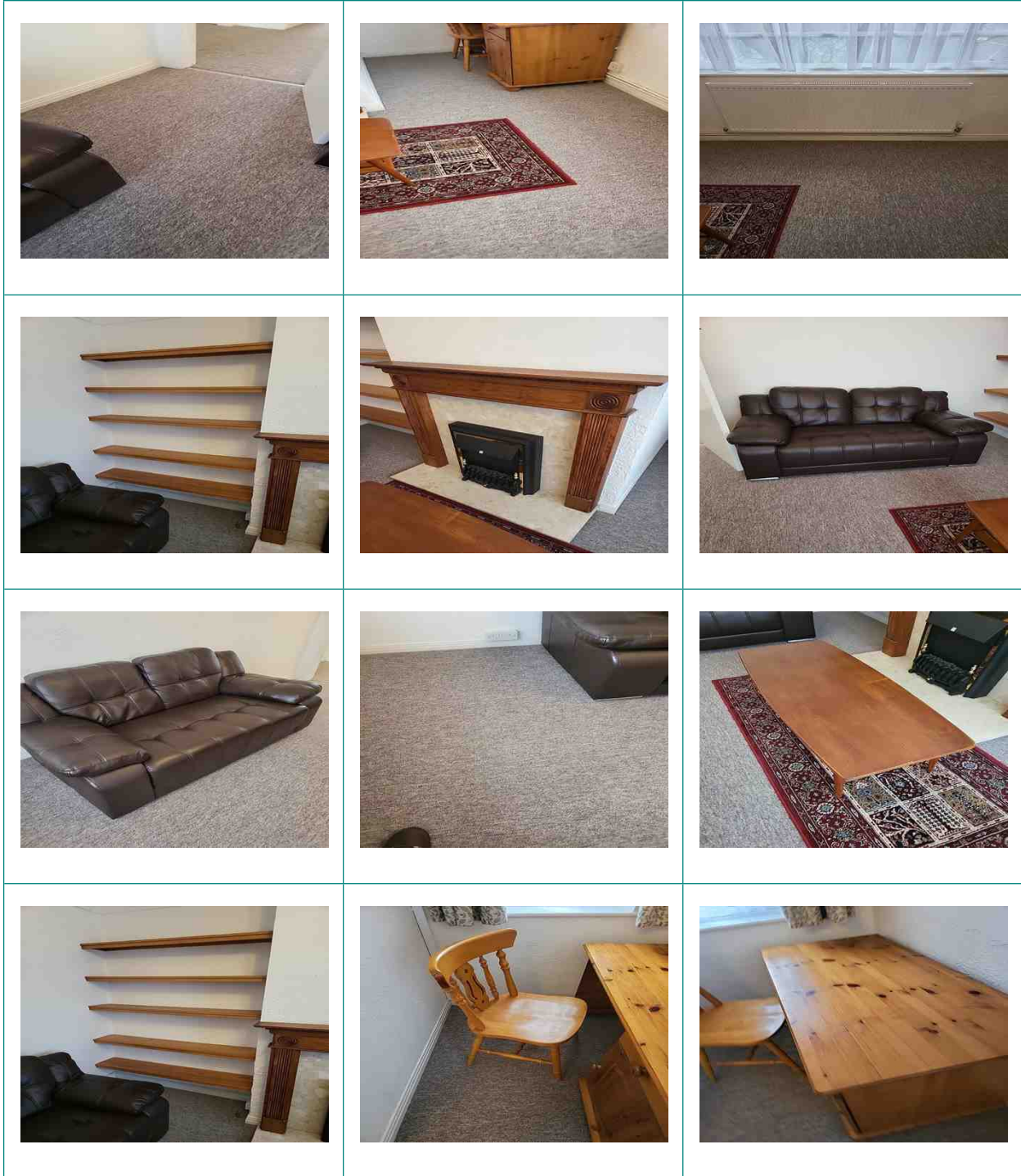
## 2. Lounge

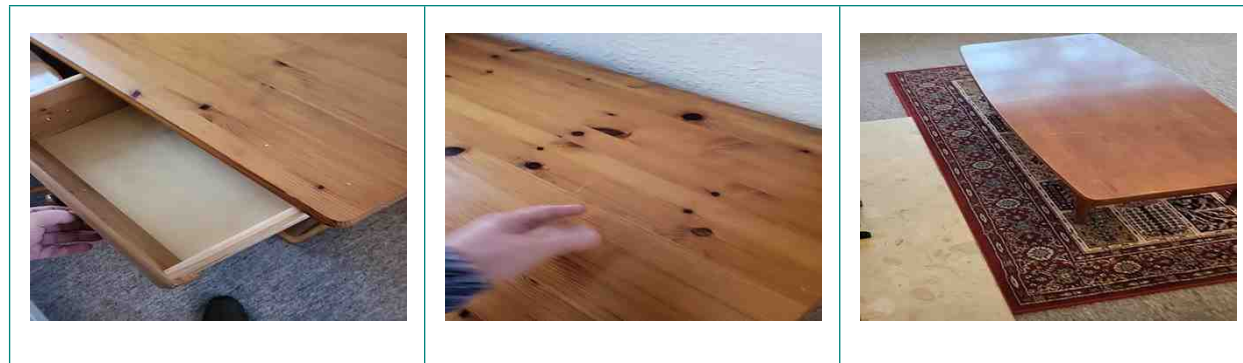












Item	Description	Condition
2.1 Door & Frame	Door & Frame	Some marks and signs of wear
<b>Comments</b>	occasional minor chipped to the edges otherwise White painted, free of marks and scratches to front side and reverse unless otherwise pictured, door furniture as pictured	
2.2 Windows & Sills	White Painted Window & Sill	Fair
<b>Comments</b>	chip to the frame otherwise White painted, free of marks, dents and dust, unless pictured otherwise	
2.3 Ceiling	Ceiling	Clean and good
<b>Comments</b>	Artexed Over artexed defects otherwise Free of marks, mould and cobwebs	
2.4 Light Fittings	Ceiling Light Shade	All in good, working order

<b>Comments</b>	Ceiling shades fitted No cobwebs present to light fittings. All bulbs in working order	
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2.5 Walls & Skirtings	Plaster Finish Emulsion Painted Walls	Appears in good condition
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<b>Comments</b>	Plastered & painted Over artexted defects otherwise Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present,	
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2.6 Curtains & Fixings	Venetian Blinds	Some marks and signs of wear
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<b>Comments</b>	Venetian blind. Curtains present. Net curtains present metal painted windows Sills odd crack to paint . Windows intact and free of mould to edges	
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2.7 Room Items	Single Radiator	Appears in good condition
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<b>Comments</b>	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact	
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2.8 Switches & Sockets	Switches & Sockets	All in good, working order
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<b>Comments</b>	All sockets/switches plastic All sockets and switches present and intact with no signs of damage,	
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2.9 Flooring	Fitted Carpet	Appears in good condition
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<b>Comments</b>	Carpeted Free of stains, marks and scratches,	
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2.10 Room Items	Sofa	Appears in good condition
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<b>Comments</b>	Leather effect upholstered 2 x Free of tears, scuffs and stains	
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2.11 Room Items	Miscellaneous Item	Some marks and signs of wear
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<b>Comments</b>	Coffee Table showing signs of use	
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2.12 Room Items	Miscellaneous Item	Appears in good condition
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<b>Comments</b>	Bookshelf free of marks and scratches to shelving. Appears stable	
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2.13 Room Items	Dining Tables & Chairs	Some marks and signs of wear
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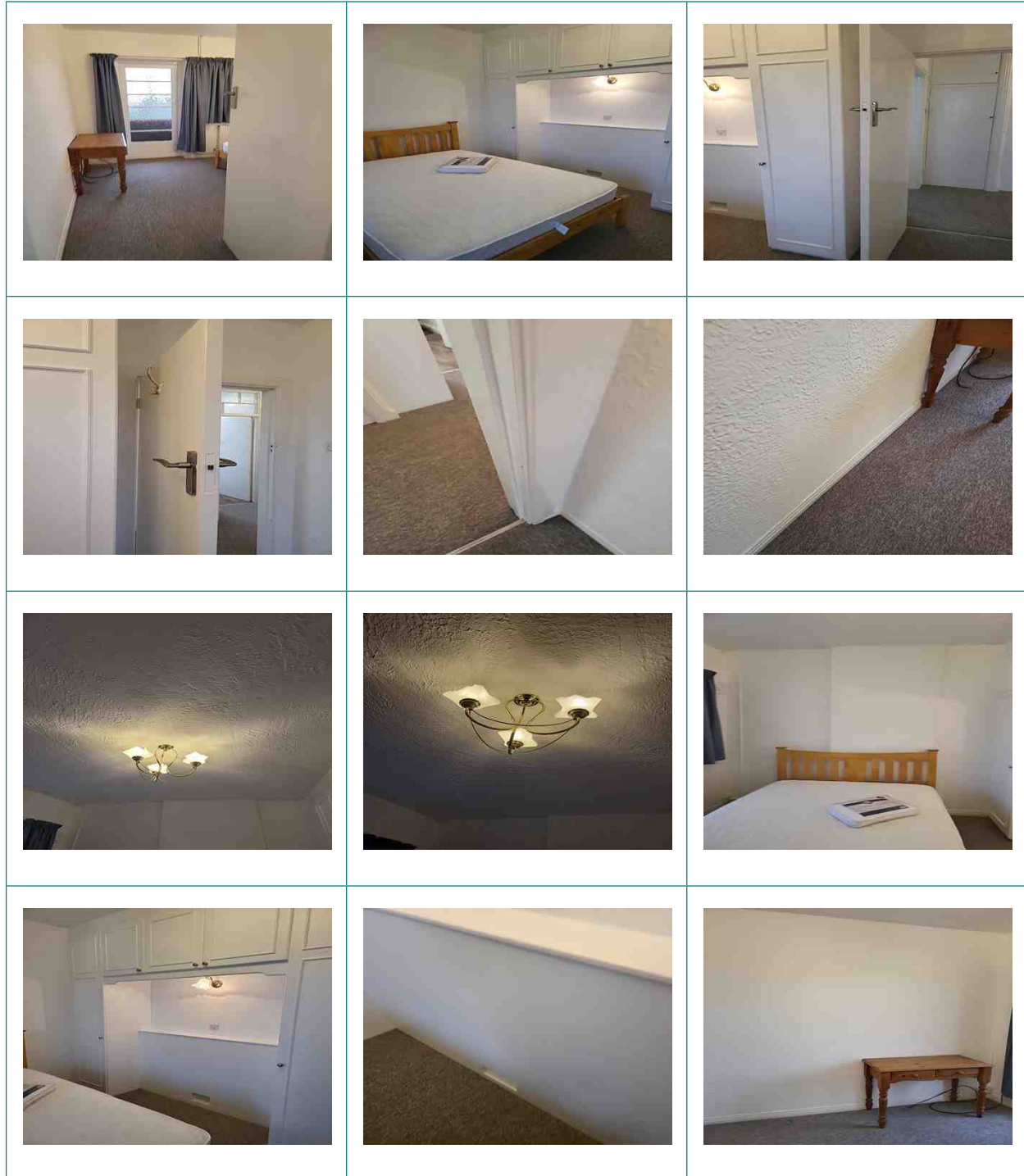
<b>Comments</b>	Some signs of use to chairs	
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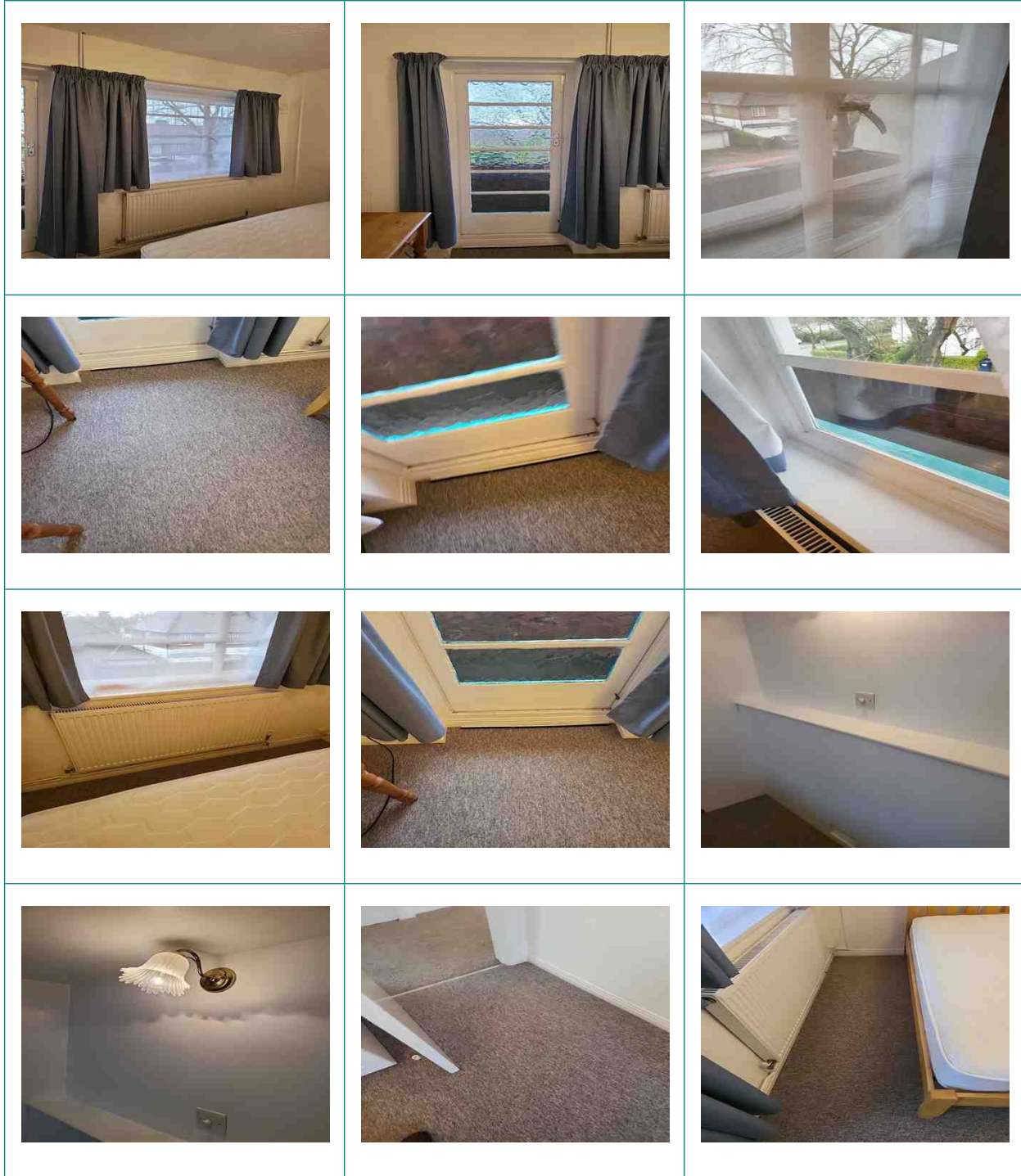
2.14 Room Items	Desks	Some marks and signs of wear
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<b>Comments</b>	Some signs of use to desk	
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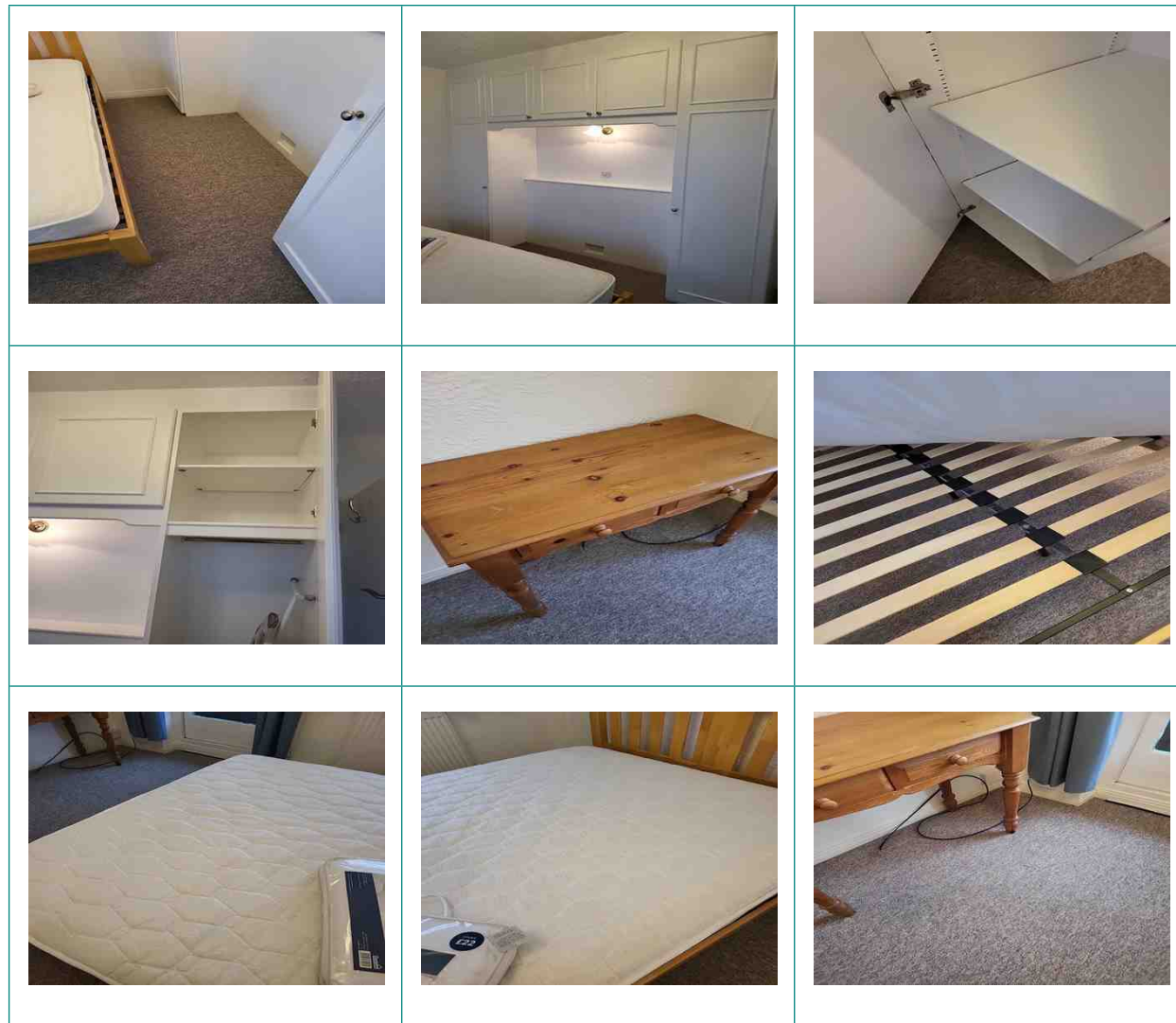


### 3. Bedroom 1









Item	Description	Condition
3.1 Door & Frame	White Painted Door & Frame	All in good, working order
<b>Comments</b>	Triple robe hook White painted, free of marks and scratches to front side and reverse	

3.2 Windows & Sills	Windows & Sills	Some light marks and scratches
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<b>Comments</b>	Add chip to the frame otherwise White painted, free of marks, dents and dust
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3.3 Ceiling	Ceiling	Appears in good condition
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<b>Comments</b>	Artexed Over artexed defects otherwise Free of marks, mould and cobwebs
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3.4 Light Fittings	Ceiling Light Shade	All in good, working order
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<b>Comments</b>	Ceiling. Wall shades fitted No cobwebs present to light fittings. All bulbs in working order
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3.5 Walls & Skirtings	Artex/rough Plaster Painted finish Walls	Appears in good condition
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<b>Comments</b>	Plastered & painted Cable running through wall. Over artexed defects otherwise Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present
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3.6 Curtains & Fixings	Curtains & Fixings	Appears in good condition
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<b>Comments</b>	Curtains present. Net curtains present 2 x door keys 1 window key, draught excluder missing from the door surround. windows Sills odd crack to paint . Windows intact and free of mould to edges, unless pictured otherwise.
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3.7 Switches & Sockets	Switches & Sockets	All in good, working order
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<b>Comments</b>	All sockets/switches plastic All sockets and switches present and intact with no signs of damage
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3.8 Flooring	Fitted Carpet	Appears in good condition
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<b>Comments</b>	Carpeted Free of stains, marks and scratches unless otherwise pictured.	
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3.9 Room Items	Single Radiator	Appears in good condition
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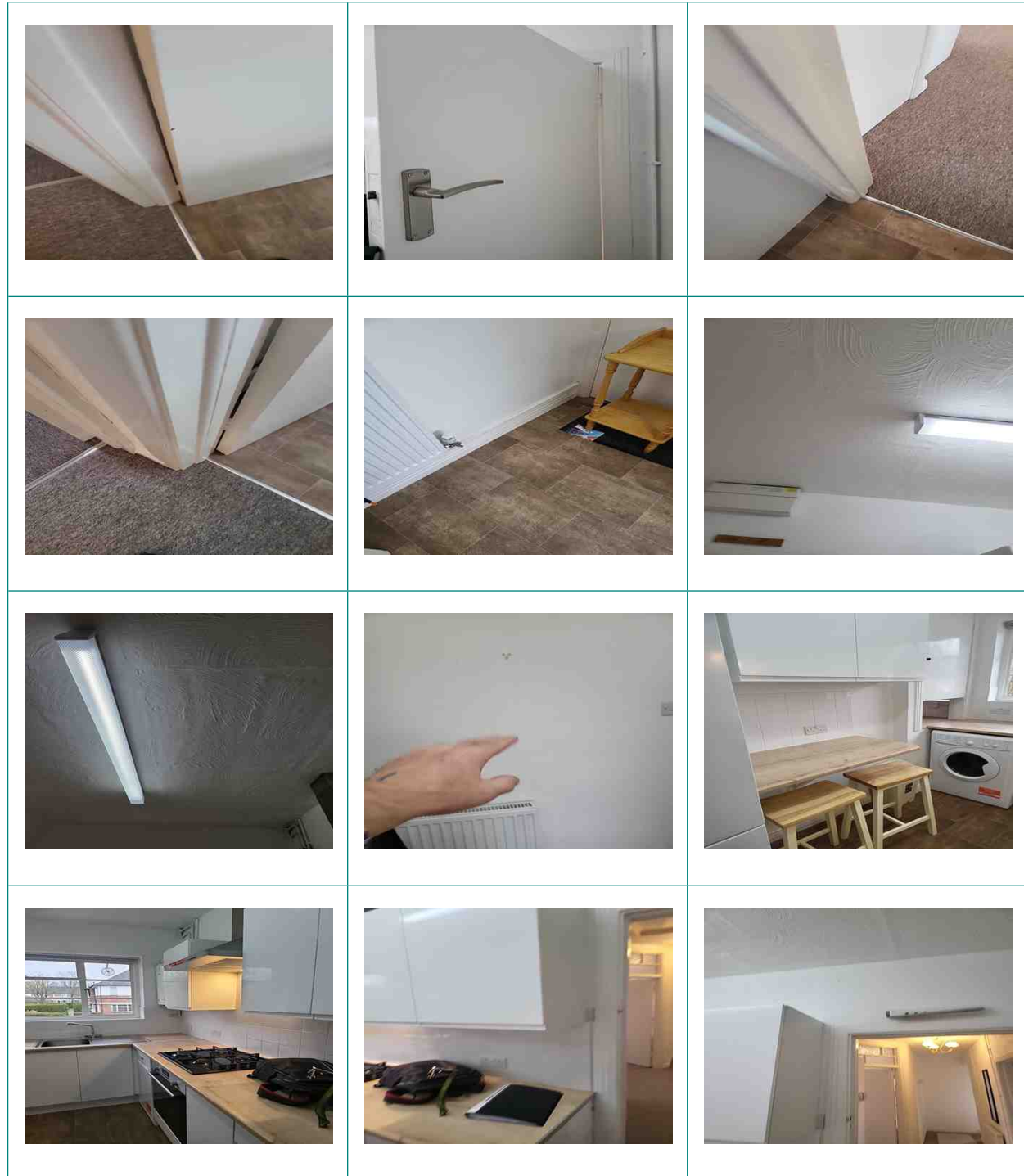
<b>Comments</b>	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact	
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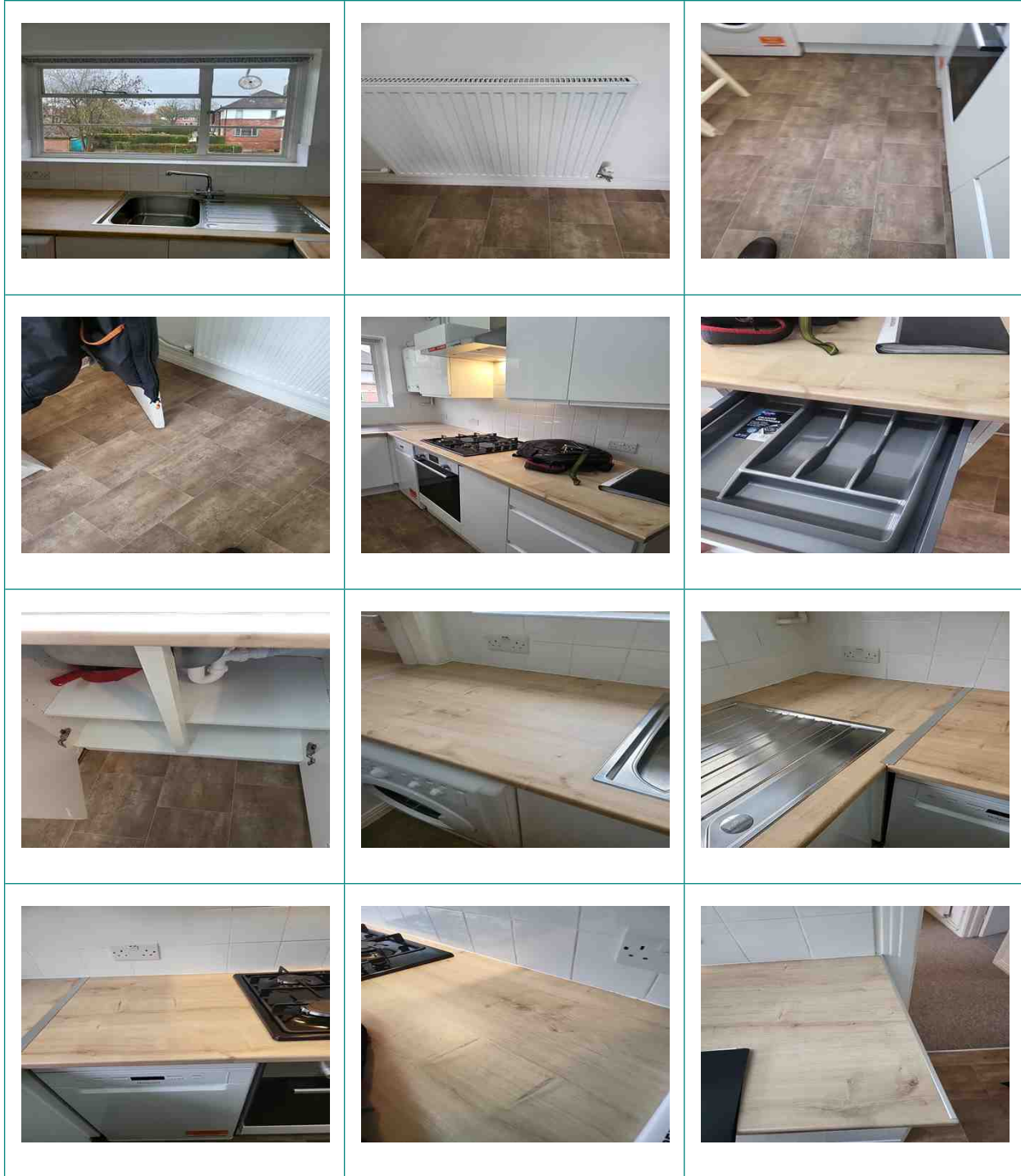
3.10 Room Items	Bed	Appears in good condition
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<b>Comments</b>	Bed base slats intact and frame appears secure with legs intact Appears free of stains and tears	
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## 4. Kitchen Diner

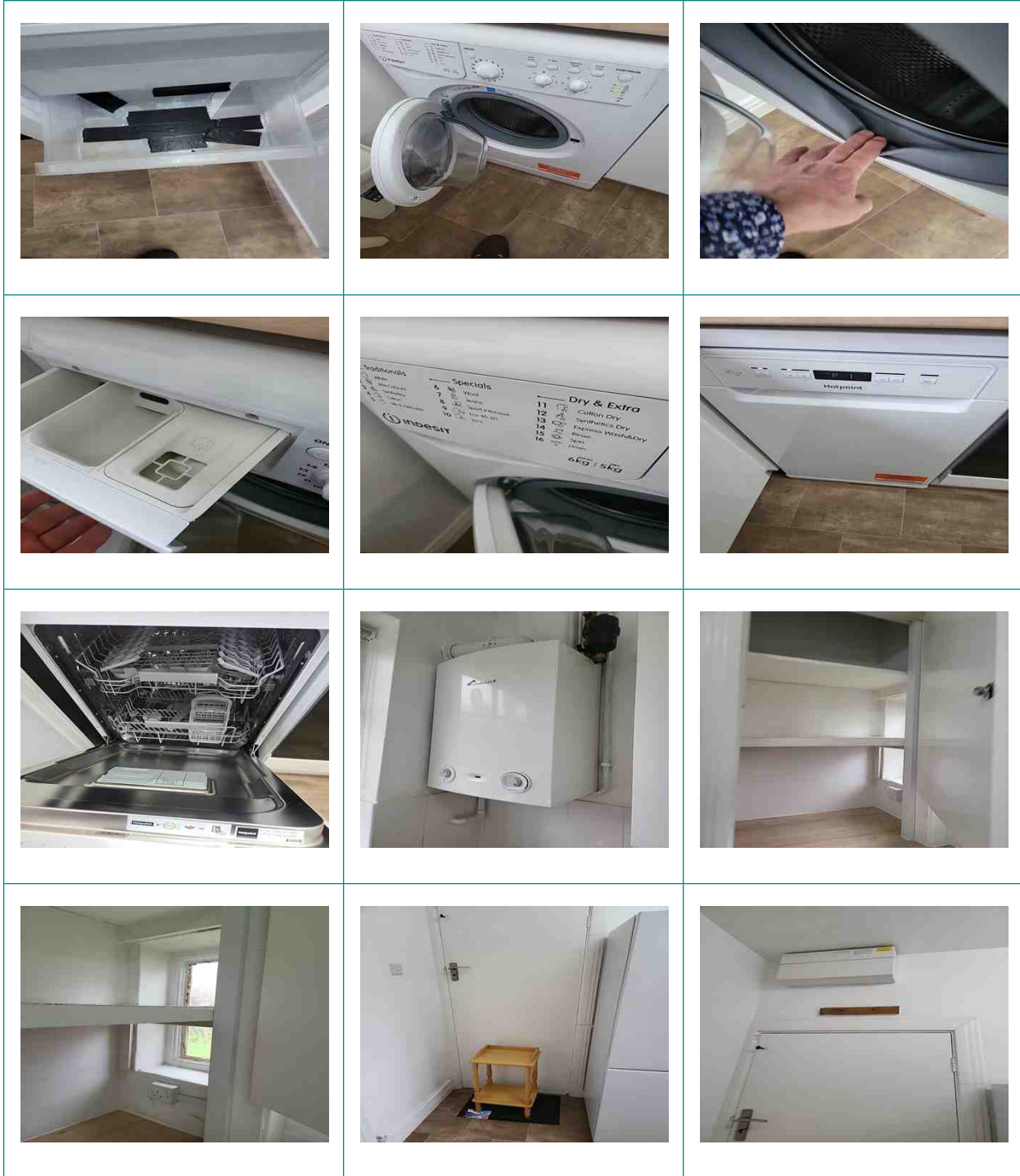
















Item	Description	Condition
4.1 Door & Frame	Door & Frame	Some marks and signs of wear
<b>Comments</b>	occasional minor chip to the edges otherwise White painted, free of marks and scratches to front side and reverse	

4.2 Walls & Skirtings	Walls & Skirting	Fair
<b>Comments</b>	Odd chip to the frame, flaking to the skirting below the radiator otherwise White painted, free of marks, dents and dust	

4.3 Ceiling	Patterned Artex finish Ceiling	Appears in good condition
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<b>Comments</b>	Artexed Over artexed defects otherwise Free of marks, mould and cobwebs,	
4.4 Light Fittings	Ceiling Light Shade	All in good, working order
<b>Comments</b>	Ceiling. Strip light shades fitted No cobwebs present to light fittings. All bulbs in working order	
4.5 Walls & Skirtings	Walls & Skirting	Fair
<b>Comments</b>	Plastered & painted Filler above the extractor, minor marks above the radiator otherwise Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present	
4.6 Curtains & Fixings	Venetian Blinds	Appears in good condition
<b>Comments</b>	Roller blind. Venetian blind Vent fitted metal painted windows Sills odd crack to paint . Windows intact and free of mould to edges	
4.7 Room Items	Single Radiator	Appears in good condition
<b>Comments</b>	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact	

4.8 Switches & Sockets	Switches & Sockets	Clean and good
<b>Comments</b>	All sockets/switches plastic All sockets and switches present and intact with no signs of damage	

4.9 Flooring	Vinyl Flooring	Clean and good
<b>Comments</b>	Vinyl Free of stains, marks and scratches	

4.10 Kitchen Items	Wall Cabinets	Appears in good condition
<b>Comments</b>	Wall units present. Base units present. Laminated All handles and hinges intact. Free of items inside. Free of stains underneath sink. Free of grease and food residue inside	

4.11 Kitchen Items	Work Surfaces	Appears newly decorated
<b>Comments</b>	Laminated worksurface Free of marks and scratches. Free of grease and food residue. Free of dust	

4.12 Kitchen Items	Sink	Appears newly decorated
<b>Comments</b>	Stainless steel. Mixer tap. Chrome taps Free of scratches and cracks. No food residue or grease present. Plug present	

4.13 Kitchen Items	Hob In Work Surface	Appears newly decorated
<b>Comments</b>	4 rings Free of grease and food residue. Free of dust. Dials/knobs/controls intact	

4.14 Kitchen Items	Built In Oven	Appears newly decorated
<b>Comments</b>	Free of grease and food residue inside. Seal intact and door hinge functioning smoothly, lights function	

4.15 Kitchen Items	Extractor Fan	Appears newly decorated
<b>Comments</b>	Chimney hood Hood filter free of grease and food residue. All bulbs/spots in working order, unless pictured otherwise. . Fan switches are responsive	

4.16 Kitchen Items	Fridge/Freezer	Broken/Damaged
<b>Comments</b>	1 X draw cracked with some black tape holding it together Clean and free of food residue inside. Bulb in working order	

4.17 Kitchen Items	Washing Machine	All in good, working order
<b>Comments</b>	Front loader Seal is clean and intact. No signs of damage to drum inside. Door hinge is functioning smoothly. Detergent drawer is clean, lights function	

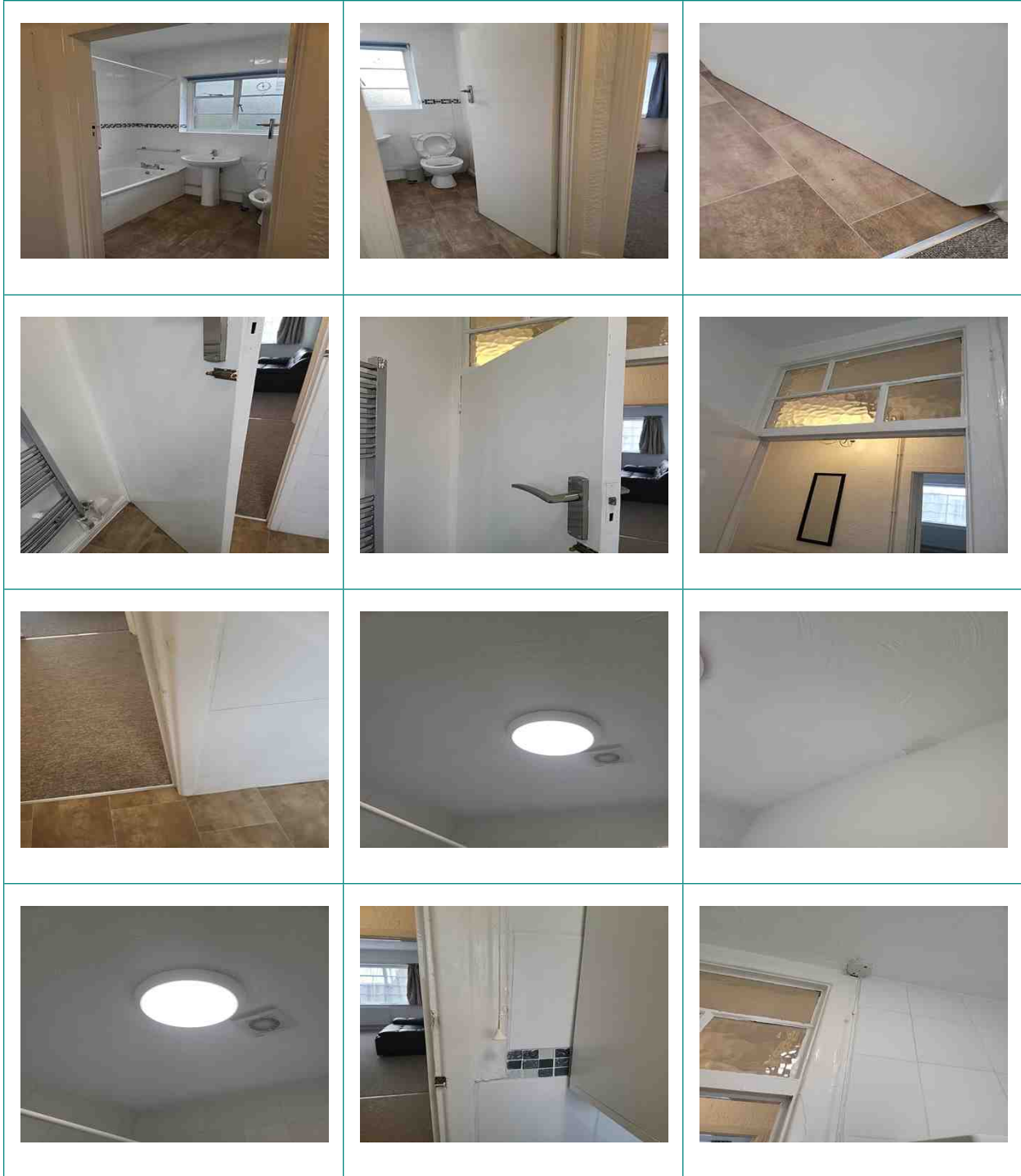
4.18 Kitchen Items	Dishwasher	Clean and good
<b>Comments</b>	Free of food residue in filter. Rack hinges functioning smoothly. Machine door opens smoothly	

4.19 Kitchen Items	Boiler	As New
<b>Comments</b>	Wall-mounted. Worcester Bosch	

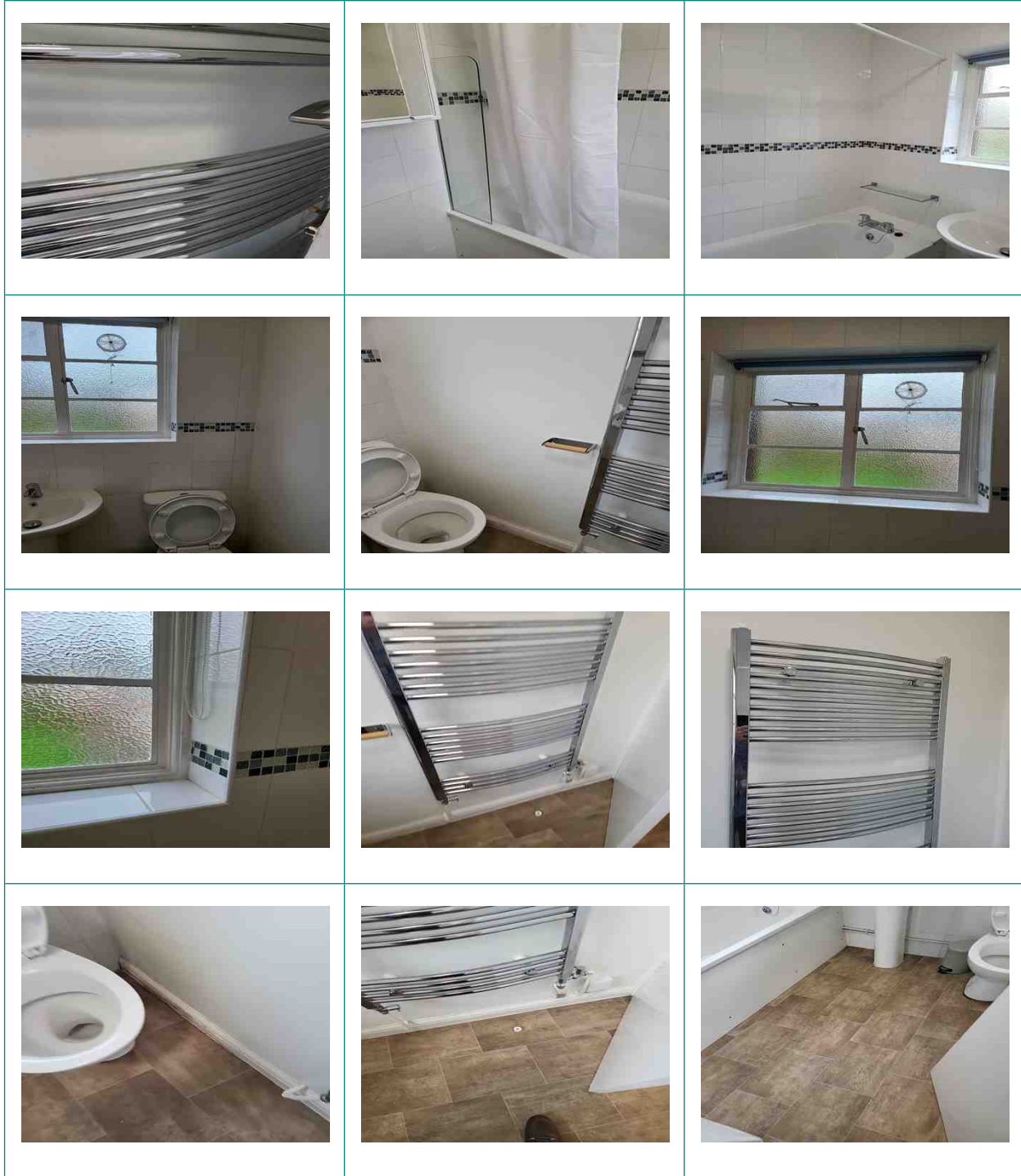
4.20 Safety Device	Carbon Monoxide Alarm	All in good, working order
<b>Comments</b>	Wall mounted. Test button/function working	

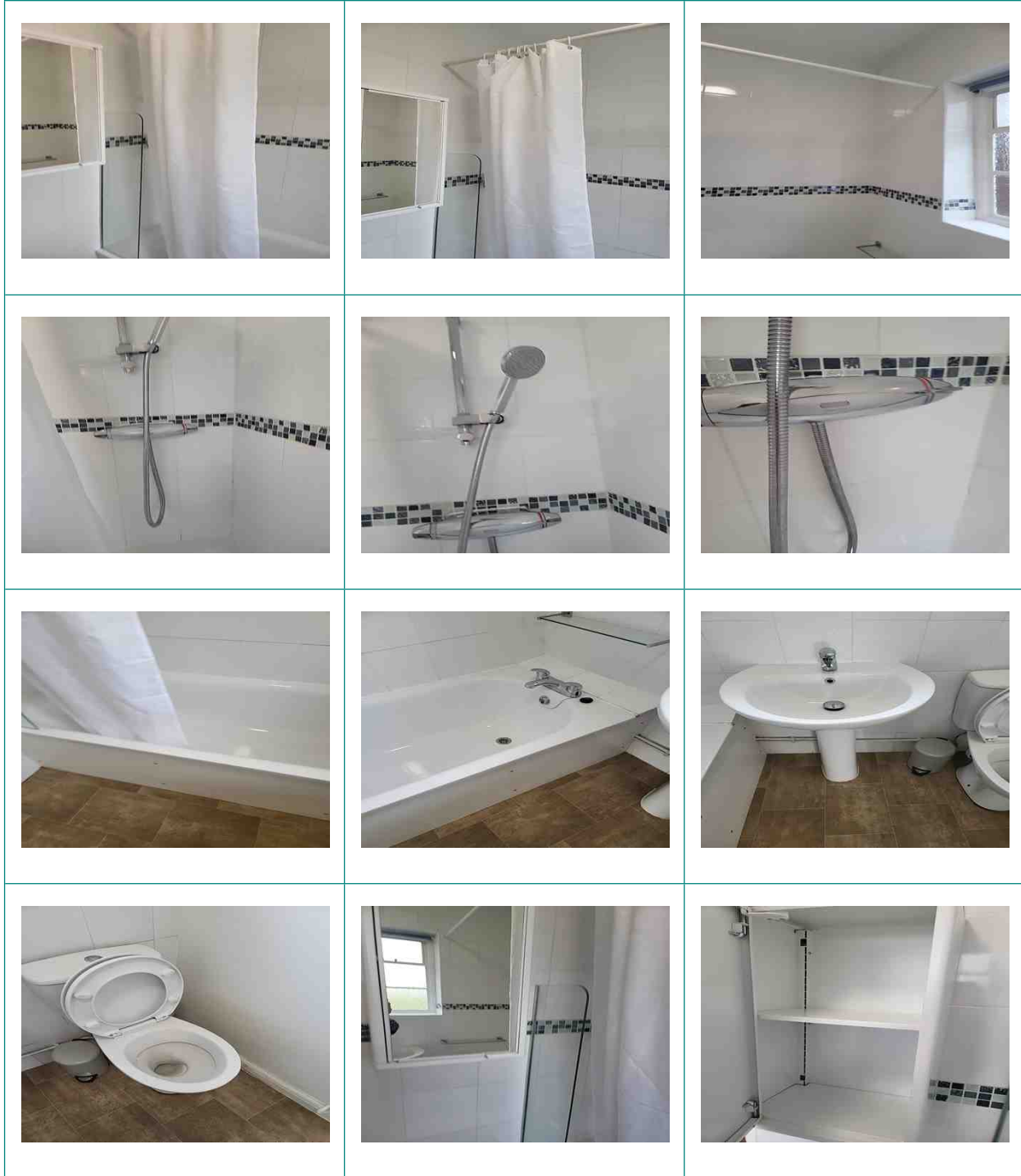
4.21 Room Items	Miscellaneous Item	Appears in good condition
<b>Comments</b>	<p>As pictured</p> <p>Small wooden stand</p> <p>Two wood and painted bar stools</p> <p>White plastic flip top bin</p> <p>Fire blanket</p> <p>Wall mounted clothes airer with retainer</p> <p>Wall mounted fuse box</p> <p>Doormat new</p> <p>Rare door to the steps has tukey's white painted door</p>	

## 5. Bathroom 1











Item	Description	Condition
5.1 Door & Frame	Door & Frame	Some marks and signs of wear
<b>Comments</b>	filler to the inside, occasional minor chip to the edges otherwise White painted, free of marks and scratches to front side and reverse	
5.2 Walls & Skirtings	White Painted Skirting	Chipped and marked in places
<b>Comments</b>	skirting stained by the toilet, glass panel above Odd chip to the frame otherwise White painted, free of marks, dents and dust,	
5.3 Ceiling	Ceiling	Clean and good
<b>Comments</b>	Artexed area of filler above the radiator Over artexed defects otherwise Free of marks, mould and cobwebs	
5.4 Light Fittings	Ceiling Light Shade	All in good, working order

<b>Comments</b>	Ceiling shades fitted No cobwebs present to light fittings. All bulbs in working order	
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5.5 Bathroom Items	Extractor Fan	All in good, working order
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<b>Comments</b>	Responsive when switched. Free of dust inside	
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5.6 Switches & Sockets	Switches & Sockets	All in good, working order
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<b>Comments</b>	Pull Cord and Switches intact and working	
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5.7 Walls & Skirtings	Tiled Walls	Good Overall but with Spot Marks
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<b>Comments</b>	Plastered & painted. Tiled. Minor scuff marks behind the radiator otherwise Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present	
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5.8 Curtains & Fixings	Roller Blinds	Appears in good condition
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<b>Comments</b>	Roller blind Vent fitted metal painted windows Windows intact and free of mould to edges	
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5.9 Heating	Radiator	Some marks and signs of wear
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<b>Comments</b>	Chrome ladder style masking tape remains to the fittings Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact	
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5.10 Flooring	Vinyl Flooring	Appears in good condition
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<b>Comments</b>	Vinyl Free of stains, marks and scratches	
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5.11 Bathroom Items	Shower Cubicle	Appears in good condition
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<b>Comments</b>	New curtain, rail marked Screen intact. Hinges/runners functioning well. No gaps to sealant. Tray clean and intact	
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5.12 Bathroom Items	Shower	Appears in good condition
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<b>Comments</b>	Chrome tap fitting central area has signs of use Securely fixed, clean and free of limescale and mould. No gaps to sealant	
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5.13 Bathroom Items	Bath	Appears in good condition
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<b>Comments</b>	No gaps to bath sealant. Exterior panel intact. Clean and free of debris inside. Plug present	
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5.14 Bathroom Items	Sink	Appears in good condition
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<b>Comments</b>	Basin intact and free of cracks/chips. No gaps to sealant around edges. Clean and free of hairs. No limescale present to taps
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5.15 Bathroom Items	Toilet	Appears in good condition
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<b>Comments</b>	Porcelain. Plastic/Acrylic seat & lid. Flush button Free of cracks/chips. Flush intact. Seat secure and intact. Clean inside and to tank/base,
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5.16 Bathroom Items	Cupboard Unit	Appears in good condition
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<b>Comments</b>	Securely fixed to wall. Free of soiling/stains inside. Free of items inside. Hinges functioning well
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5.17 Room Items	Miscellaneous Item	Fair
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<b>Comments</b>	Glass shelf wall mounted chrome fittings fittings very tarnished Metal painted flip top bin
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